



Maryland Judiciary

Job Announcement

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Opening Date:	December 10, 2015	Closing Date:	December 31, 2015
Job Title:	Internal Auditor I/II	Position Type:	Regular Full Time
PIN:	069657	FLSA Status:	Exempt
Location:	Internal Audit Department Administrative Office of the Courts Internal Affairs Division Annapolis, Maryland	Grade/Salary:	Level I J12 \$44,450 - \$53,023 Level II J13 \$47,322 – \$56,562 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: Auditing the operations and records of the State of Maryland Judiciary. Audits, characterized as performance, economy and efficiency, financial, compliance and/or information systems, are performed for the purposes of verifying compliance with relevant federal and state laws, applicable regulations and standards, and Judiciary policies and procedures and to improve the overall efficiency of Judiciary operations. The Staff Auditor performs audit functions as a member of an audit team. The audits involve travel throughout the state and may require overnight stay. Employees in this position receive close supervision from the Lead Auditor in a team environment, but may be assigned to independent work that affords only general supervision. Attends continuing education programs and events. Therefore, the staff auditor must be willing to work well on a team, and must also be capable of performing quality work with little direction.

Education: Bachelor's Degree from an accredited college or university.

Experience: **Internal Auditor I** - One year of experience in public or governmental auditing, accounting, financial analysis, information systems or related fields.

Internal Auditor II - Two years of experience in public or governmental auditing, accounting, financial analysis, information systems or related fields.

Preferred: Bachelor's Degree in accounting, business, or related field.

Skills/Abilities: Knowledge of generally accepted accounting principles and practices and of auditing standards. Ability to analyze records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment. Ability to work independently, as well as with a team. Ability to draw valid conclusions and make recommendations from completed analysis. Ability to use automated data processing information systems, personal computers and software related to auditing. Ability to communicate effectively. Ability to lift up to 25 lbs. Ability to travel throughout the State, occasionally overnight. Valid Maryland Driver's license with good driving record. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.